



Defense Logistics Agency

Defense National Stockpile Center

IGD 1008: COMMUNICATION

1.0 PURPOSE

2.0 PROCESS

3.0 EXAMPLES OF ESOHMS SUPPORTING DOCUMENTATION REFERENCES

Figure 1 - Environmental Internal / External Communications Flowchart

1.0 PURPOSE

This IGD will describe how incoming ESOH communications are received, responded to, and documented by DNSC personnel. This procedure applies to all DNSC employees.

2.0 PROCESS

2.1 Two-Way Internal Communication Sources

Two-way internal communications between the various levels and functions of the organization (see attached [Figure 1, "Environmental Internal/External Communications Flowchart"](#)) regarding Environmental Aspects, Safety and Occupational Health Risk and ESHOMS activities are accomplished through the following:

- a) The Corporate ESOH policies and general ESOH awareness communications are provided through the various methods including but not limited to:
 - 1. Environmental Awareness Training.
 - 2. Multi-media publications of general or specific topics of interest.
 - 3. Various group, directorate, and depot meetings, including safety/environmental meetings and pre-work conferences.
 - 4. Intra-DNSC mail.
- b) Employees shall be:
 - 1. Involved in the development and review of policies and procedures to manage risks;
 - 2. Consulted where there are any changes that affect workplace health and safety;
 - 3. Represented on health and safety matters; and
 - 4. Informed as to who is their employee Safety Monitor and specified management appointee (see ISO 14001 Section 4.4.1).

The members of the Directorate of Environmental Management and Safety are responsible for ensuring that two-way internal communications are appropriately conveyed throughout the levels and functions within their respective



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organizations.

2.2 Two-Way External Communication Sources

a) Two-way external communications typically fall into these categories:

1. From the headquarters on matters pertaining to its ESOH issues to:

- General Public and Media
- Regulatory and Governmental Agencies
- Industry and Environmental Organizations
- Other constituencies, e.g., Public Opinion Leaders

b) ESOH issues are communicated by DNSC to external stakeholders by various methods by:

1. Community Outreach Meetings
2. Community Newsletters
3. T.V./local radio interviews with the Directorate of Environmental Management and Safety and Public Affairs
4. website: iamthekey

c) Any communications received from a regulatory agency, which are enforcement oriented, i.e., Notice of Violation (NOV), summons and complaint, etc., will be coordinated through the Directorate of Environmental Management and Safety with support from Legal Services.

d) Any communication with news media and community members must follow "News Media and Community Contact Policy" (see link to this policy below in Section 3.8)

3.0 EXAMPLES OF ESOHMS SUPPORTING DOCUMENTATION REFERENCES

The references listed below are not intended to be all inclusive but rather to provide examples of typical documentation and records, illustrative of the ESOHMS and are not necessarily controlled by this ESOHMS Manual.

3.1 [Figure 1 - Environmental Internal/External Communications Flowchart](#)

3.2 **DNSC-E Weekly Reports**

3.3 **Regulatory Reports**

3.4 **Communication with environmental organizations and groups**



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3.5 Communication with Governmental, Legislature and other bodies

3.6 Community Relations Plans

- a) [Baton Rouge Depot Community Relations Plan](#)
- b) [Hammond Depot Community Relations Plan](#)
- c) [New Haven Depot Community Relations Plan](#)
- d) [Point Pleasant Depot Community Relations Plan](#)
- e) [Scotia Depot Community Relations Plan](#)
- f) [Somerville Depot Community Relations Plan](#)
- g) [Warren Depot Community Relations Plan](#)

3.7 [News Media and Community Contact Log](#)

3.8 [News Media, Elected Officials and Community Contact Procedures](#)

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